

~~CONFIDENTIAL~~

21 AUG 1959

Chief, Budget Division

Upgrading of WH Division Budget Officer
Position from GS-11 to GS-12

1. The requested upgrading of the WH Division Budget Officer position from GS-11 to GS-12 is recommended for the following reasons:

a. We believe WH to be one of the most difficult divisions from the standpoint of budget administration. Although it ranks only in fifth place with regard to dollar allocations, it has the largest number of active Class B stations among all area divisions.

b. WH also has more than [] cost accounts, the largest number of any area division. In fact, the number of cost accounts is in excess of the combined grand total in all Agency offices outside of the DD/P.

c. The GS-12 requested by the Division will bring this position to the same level as comparable positions in five of the six other area divisions.

4. The WH Division operates without a Deputy Chief, Support Staff, such function being denoted as the responsibility of the Chief, R&F section in addition to his other duties. Therefore, the Budget Officer necessarily performs certain duties above the normal job requirements when the Chief, R&F is required to devote his time and attention to administrative functions. Also in part because of the nature of the WH Division organization, the Budget Officer customarily carries out his duties with the absolute minimum of supervision.

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4 August 1959

MEMORANDUM FOR: Comptroller

ATTENTION:

Miss

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SUBJECT:

Proposed WH Division Position Descriptions
a. GS-12 - Fiscal Officer
b. GS-12 - Budget Officer
c. GS-9 - Fiscal Assistant

The subject positions have been reviewed and the following comments are offered for your consideration:

a. GS-12 - Fiscal Officer

Paragraphs two and three appear to imply the proposed position will carry full responsibility for the determination of the fiscal, funding, accounting and auditing requirements for projects and activities. It is the opinion of this office that this responsibility is shared by the appropriate operating official and Office of Comptroller, Finance Division (authorized certifying officer and the Monetary Branch). Therefore, these two paragraphs should be rewritten to indicate the proper degree of responsibility.

Paragraph five, second sentence, implies that the proposed position takes all corrective action regarding accounting report deficiencies and requests for technical financial guidance for the Division's field stations. Again, this responsibility, as related to the financial affairs, is shared with the Finance Division. Therefore, this paragraph should be rewritten to indicate the proper degree of responsibility.

Paragraph eight - This paragraph should be rewritten as provides for the Chief, Support to insure that proper financial briefing is given by the Finance Division.

b. GS-12 - Budget Officer

For Budget Division comments.

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SUBJECT: Proposed WH Division Position Descriptions

c. GS-9 - Fiscal Assistant

Last paragraph of this description does not appear to be complete nor is it properly worded. The incumbent of this position does not give direction to the Comptroller's Office. Therefore, this paragraph should be rewritten.



Chief, Finance Division

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Attachment:

Position Descriptions
Fiscal Officer GS-12
Budget Officer GS-12
Fiscal Assistant GS-9

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